

# California Energy Commission



**CLASSIFICATION:** Energy Commission Specialist I (TED)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$4,833.00-\$6,006.00

**LOCATION:** Energy Efficiency Research Office  
Energy Research and Development Division

**FINAL FILING DATE:** Until Filled

## DUTIES/RESPONSIBILITIES:

Under the general supervision of the Energy Commission Supervisor II in the Energy Efficiency Office, Industrial, Agriculture & Water (IAW) Efficiency Unit and the programmatic lead of the Energy Commission Specialist III for the IAW Efficiency subject area, the incumbent serves as a member of the IAW Efficiency team to develop, implement and administer electricity and/or natural gas-based public interest energy research, development and demonstration (RD&D) efforts related to the efficient use of energy in IAW technologies. The incumbent performs the more complex and difficult analyses, develops and manages the more complex research projects and assists in the development of public interest energy research program policy. The incumbent provides technical leadership, direction, and coordination efforts for the IAW unit's research and development needs associated with agricultural and food processing, with emphasis on achieving state energy efficiency goals. The incumbent will work within an interdisciplinary team or teams and assists the IAW Efficiency Team Lead with program planning in the IAW Efficiency subject area.

While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- Serve as a lead technical specialist for identifying, analyzing and evaluating research and development issues related to agricultural and food processing energy efficiency. The incumbent will implement energy related projects associated with improving the energy efficiency of the agricultural and food processing industry in such areas as process heating or cooling, refrigeration, advanced burners and control systems, energy and water use optimization, agricultural or landscape irrigation system, food preservation (blanching, drying, frying, pasteurization and sterilization), energy storage and demand response systems. The incumbent will be responsible for planning the research strategy for maximizing energy efficiency in the agricultural and food processing sector.
- Identify, implement, organize, and manage sensitive and more complex energy efficiency related technical and scientific projects and contracts, especially research associated with the agricultural and food processing sector. Develop work statements, budgets and measureable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize the contract agreements. Synthesize information from multiple sources and serve as a project leader for energy efficiency research in agricultural and food

processing facilities. Identify energy efficiency related R&D needs and their potential to help achieve California's energy policies and objectives. Coordinate with local, regional, state, and federal government entities, utilities, industry and other stakeholders to facilitate the coordination of public interest energy policies and objectives, and other research programs and studies.

- Manage and conduct solicitation planning and development activities. The incumbent will review proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to the extent the project will advance science or technology, address market and industry issues and needs, meet specified target goals and objectives, and evaluate the skill, experience and ability of the project team to complete the technical tasks within the budget and schedule, move the results into the marketplace, and the adequacy of project funding. The incumbent will prepare written findings of such evaluations for use by a technical scoring committee.
- Serve as a resource in preparing and presenting conclusions and recommendations and provide subject-matter expert consultation to the Commission, local, regional, state, and federal governmental agencies, legislature, media and private entities regarding studies and topics within the incumbent's assigned areas of expertise. Performing this duty may require travel.

#### **WORKING CONDITIONS:**

Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

#### **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #310-225 and Position #3100-4184-003 in the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

#### **INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Jill Ford (RPA 310-225)  
Personnel Office  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 653-4521  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for the  
Deaf or Hearing-Impaired**  
**From hTDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**